

Alternative Application Procedures

Department of Public Instruction

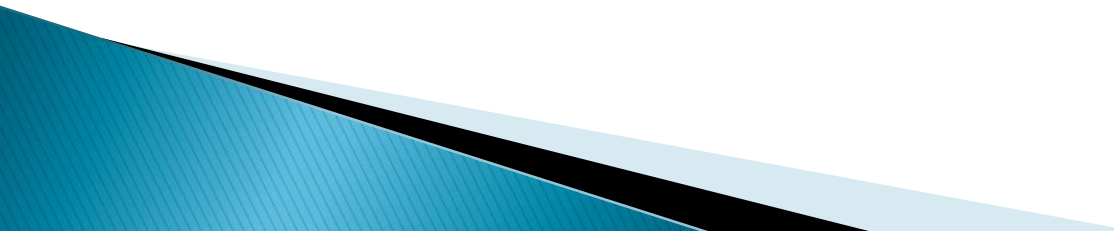


Open Enrollment Workshops
December 2013


Alternative Application Procedure

- ▶ 2011 Wisconsin Act 114 created a procedure by which parents can apply for open enrollment outside of the annual regular application period.

Regular v. Alternative Procedure

- ▶ An application submitted during the regular application period is for the following school year.
 - ▶ The alternative application procedure allows parents to apply during a current school year if they did not apply during the previous regular application period.
 - Parents can submit alternative applications as early as July 1 of the current school year.
- 

What It Is and Is Not

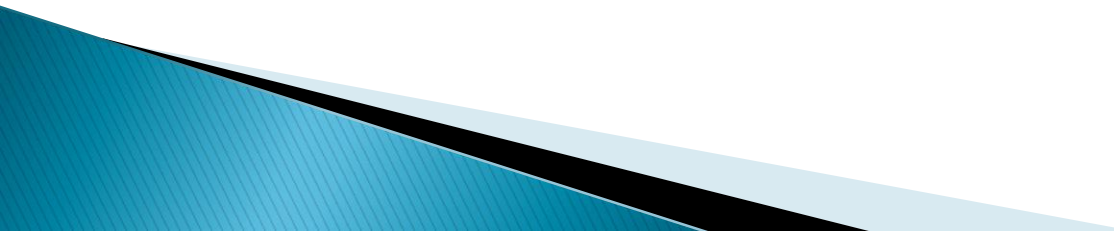
- ▶ The alternative procedure is a means by which parents can apply for open enrollment outside of the regular application period.
 - ▶ It is not an exception to the nonresident district's space criteria, which would result in arbitrarily approving applications for some pupils and denying them for others.
 - A parent can only apply to no more than three nonresident districts during a school year, including both regular and alternative applications.
- 

Alternative Application Criteria & Applications

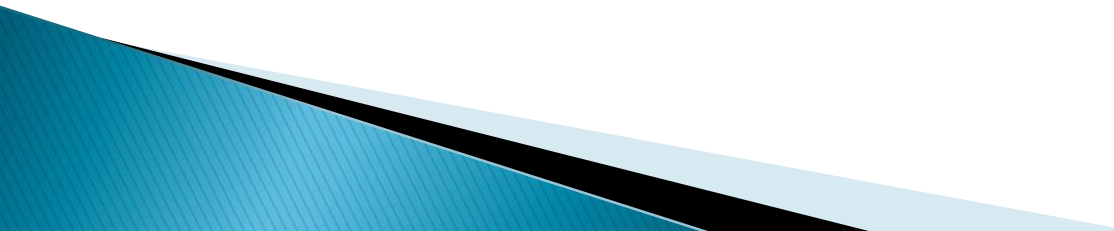
Basis for Applying

- ▶ There are seven criteria under which a parent may apply for open enrollment outside of the regular application period:
 - Pupil is a victim of a violent criminal offense as determined by the resident district.
 - Pupil is or has been a homeless pupil in the current or immediately preceding school year.

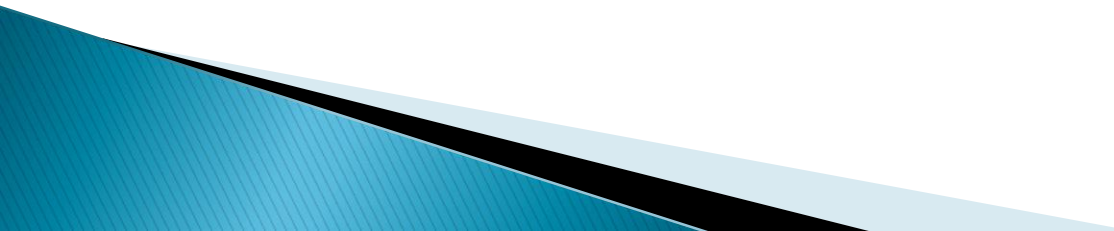
Basis for Applying

- Pupil has moved into this state within the past 30 days.
 - Pupil's place of residence has changed due to parent's military orders.
 - Pupil has been a victim of repeated bullying or harassment that has been reported to the resident district and continues in spite of action taken.
- 


Basis for Applying

- Pupil's residence has changed as a result of a court order or custody agreement or placement in a foster home or with a person other than the pupil's parent or removed from a foster home or home of a person other than the pupil's parent.
 - Pupil's parent, the nonresident district, and the resident district all agree that attending the nonresident district is in the best interests of the pupil.
- 

“Best Interests” of the Pupil

- ▶ Initial Assumption
 - Parent is best judge of the pupil’s best interests.
 - ▶ A nonresident or resident school district may only deny if the district has sufficient reason to overcome the parent’s judgment.
 - ▶ A resident school district must have sufficient reason and evidence to sustain a denial alleging that a transfer is not in the pupil’s best interests.
- 

Parent Submits Alternative Application

- ▶ Parent submits a paper application (PI-9421) to the nonresident district.
 - An online parent alternative application will be created at a later date.
 - ▶ Selects one or more criteria as a basis for the application.
 - Includes an explanation of the circumstances leading to the request and may include documentation that supports the request.
- 

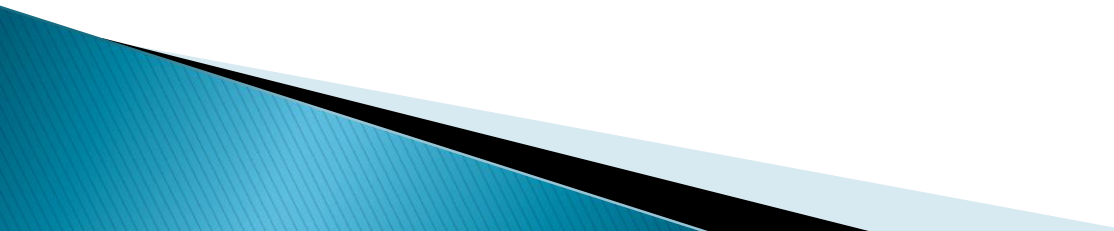
Nonresident Enters the Alternative Application Into OPAL

- ▶ Nonresident district immediately (within one day) enters the alternative application into OPAL.
 - Go to All Exception Apps under the Exceptions tab.
 - Exception pages are gray.
 - Click on “Add New Exception App”

The Data Entry Page

- ▶ Enter the information on the data entry page.
 - Similar to regular application page with space to enter reason and explanation for alternative application.
 - If the parent's explanation is long or if there is supporting documentation, enter a summary into the application.
 - SAVE!!
- ▶ The nonresident district can then enter another application or "Return to Exceptions Home".


Send Information to Resident

- ▶ When the alternative application is entered and SAVED, OPAL sends an email to the resident district.
 - ▶ The nonresident district should send to the resident district any information that could not be entered into OPAL (long explanation or supporting documents).
 - ▶ If the parent did not include an explanation or if either district has questions, contact the parent, rather than deny the application automatically.
- 

View the Alternative Application

- ▶ Once the alternative application is entered, both districts may view the application from the All Exceptions App page.
- ▶ To view the application, click on Edit to view the application from the data entry page.
 - Do not currently have a PDF view.

Exchange Records & Send Cost Estimates

- ▶ The nonresident district may request special education and expulsion records from the resident district.
 - ▶ The resident district must send the records within 10 days.
 - ▶ The nonresident district must provide an estimate of the special education/related services costs within 10 days after receiving the IEP.
- 



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Mailbox	Students	Exceptions	Applications	Contacts	Export to
All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	Data Entry	

All Exception Applications

Year: Student Name: Reasons: ☐ Victim of Violent Crime ☐ Moved to Wisconsin ☐ Homeless ☐ Custody Change ☐ Bully ☐ In Best Interest ☐ Military Orders

Grade:

☒ Transfers In ☐ Transfers Out

Listed below are applications where Rhineland is listed as the **nonresident** district. Currently, only the applications that Rhineland has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

No applications found [Add New Exception App](#) [Print](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]



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Mailbox	Students	Exceptions	Applications	Contacts
All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	

Data Entry for Exception Applications For 2013-2014

[Return to Exceptions Home](#)

Please note that this page has **minimal edits** to allow entry of any data on a paper application you have received regardless of completeness. The nonresident district is set to your district; however, you can change it if it is incorrect.

You will be able to edit this application after it's saved in case of error. Enter data then click on the Save button at the bottom presented with a new, blank screen to enter the next application.

Student Data	
Student First Name	<input type="text" value="Julie"/>
Student Middle Initial	<input type="text"/>
Student Last Name	<input type="text" value="Salt"/>
Student Suffix	<input type="text"/>
Birthdate	<input type="text" value="9/3/2009"/> <small>mm/dd/yyyy</small>
Grade	<input type="text" value="1st Grade"/>
Current Attendance	
Resident District	<input type="text" value="Antigo Unified"/>
Current program code	<input type="text" value="Attending resident"/>
Attending Dist:	<input type="text" value="Antigo Unified"/>
Attending School:	<input type="text" value="Crestwood Elementary"/>
Private School or Other:	<input type="text"/>
Current description freeform text (only from paper application)	<input type="text"/>

☐ Military Orders

Date of Military
Orders:

(mm/dd/yyyy)

Explanation:

☐ Move to Wisconsin

Date of Move:

(mm/dd/yyyy)

Explanation:

☐ Custody Change

Date of
Residence
Change:

(mm/dd/yyyy)

Explanation:

☒ In Best Interest of Child

Explanation:

Julie has already moved several times due to my job. It would not be good for her to start school in An then attend Rhineland next year. She also has several cousins who attend Rhineland and this could provide her with some stability.

For Paper Applications

Date Received:

11/01/2013

Time Received:

2:37pm

Date Signed

11/01/2013

Save

Cancel



Export to Excel


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]											
Student	Grade	Resident District	Nonresident District	App ID	Source						Reasons
Salt, Julie	01	Antigo Unified	Rhineland	14-0123837-1	rhineland	Edit	Delete	PDF	Enroll	Best	

Approvals and Denials of Alternative Applications

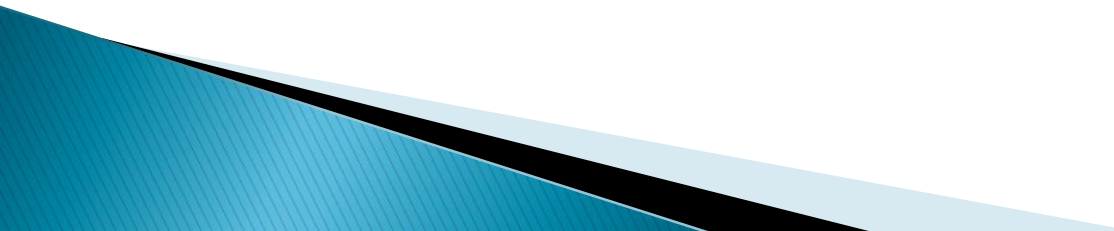
Nonresident District



Nonresident Alternative Application Approvals and Denials

- ▶ The nonresident district must approve or deny the alternative application, in writing, within 20 calendar days.
 - If the application is approved, the nonresident district must notify the parent of the school assignment at the same time.
 - If the nonresident district has not approved or denied the application within 20 calendar days, it is presumed to be denied.
- 


Denial Reasons

- ▶ The nonresident district may deny the alternative application for the same reasons it may approve or deny applications submitted during the regular application period.
 - ▶ The nonresident district also may deny the alternative application if it does not agree that the transfer is in the best interests of the pupil.
- 

Nonresident Denial Reasons – Alternative Applications

5.	Spec ed program/services not available	118.51(5)(a)4
6.	Referred for sped evaluation, not completed	118.51(5)(a)6
7.	School district not required to accept student who is currently expelled (for any reason)	120.13(1)(f)
8.	Student has been expelled in current or two preceding school years for certain conduct	118.51(5)(a)2
10.	Application was filed late or is incomplete (not enough information to act on application)	118.51(3)(a)
11.	More than 3 applications were submitted for student	118.51(3)(a)
12.	Resident district does not offer same type of 4K	118.51(2)
13.	Not age eligible for school (under 4 unless ECE; 21 or over)	118.14
20.	Habitual truancy from nonresident district in current or preceding school year	118.51(5)(a)3
21.	Regular education space not available (alternative apps only)	118.51(5)(a)1
22.	Sped space not available (alternative apps only)	118.51(5)(a)4
23.	Transfer not in student's best interests (alternative apps only)	118.51(3m)(b)8
24.	Criteria do not apply (alternative apps only)	118.51(3m)(b)

Record in OPAL & Send Notices

- ▶ Go to Approve or Deny tab under the Exceptions tab.
 - ▶ Nonresident district indicates approved or denied.
 - If denied, enter reason for denial.
 - SAVE
 - ▶ Send notice of approval or denial.
 - Currently no OPAL forms for approval or denial.
 - Can use forms for regular application period or create your own.
 - ▶ If approved, send notice of school assignment.
- 

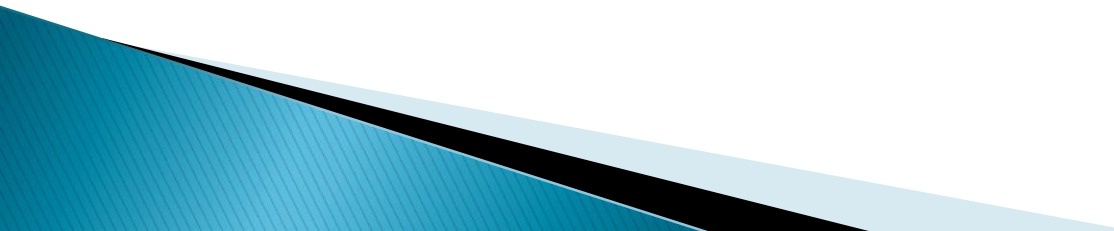
“Enroll” Pupil in OPAL

- ▶ Once the nonresident district has approved the alternative application, the district may “enroll” the pupil in OPAL.
 - It is not necessary to wait until the pupil actually attends to “enroll” the pupil in OPAL.
 - The pupil will be added to the All Students list, but will not be added to the Actively Open Enrolled list.
 - Adding the pupil to the Actively Open Enrolled list is a separate step under the Change Enrollment tab.

“Enroll” Pupil in OPAL

- ▶ Go to the All Exception Apps tab under the Exceptions tab
 - In the 2nd to last column, click on Enroll.
- ▶ Click on Send Request.
 - This will send a request to DPI to enroll the pupil. We will review the request and approve it, unless we have questions.
 - Once DPI has approved the enrollment, the pupil will be added to the district's All Students list.
 - Note: this is now under the Students tab, not the Exceptions tab. Remember: Exception pages are gray.

If You Cannot Enroll the Pupil

- ▶ The nonresident district must approve the application before they can enroll the pupil.
 - ▶ If they cannot enroll the pupil, go to the Approve or Deny tab under the Exceptions tab and enter Approved.
- 

Mailbox	Students	Exceptions	Applications	Contacts	Export to Excel	
All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	Data Entry		

Exception Applications - Approve or Deny

Year:

Student Name:

Resident District

Rhineland

Grade:

☐ Approved

☐ Approved

☐ Denied

☐ Denied

☒ All of the above

☒ All of the above

☒ Transfers In

☐ Transfers Out

Indicate below whether each student was approved or denied, and indicate the reason if denied.

You still need to click the Save button after approving or denying!

4 applications retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District	Res Dist Appr/Den
14-0123839-1	Curry, John	11	<input type="radio"/>	<input type="radio"/>	Select...	Crandon	
14-0123840-1	Paprika, Emily	07	<input type="radio"/>	<input type="radio"/>	Select...	Tomahawk	
14-0123838-1	Pepper, Polly	KG	<input type="radio"/>	<input type="radio"/>	No space (21)	Three Lakes	
14-0123837-1	Salt, Julie	01	<input type="radio"/>	<input type="radio"/>	SPED - no space (22)	Antigo Unified	

- Select...
- Select...
- No space (21)
- SPED - no space (22)
- SPED - services n/a (5)
- SPED - refer for eval (6)
- Expel - current (7)
- Expel - prior/pend (8)
- Late or incomplete (10)
- Too many apps (11)
- No comparable PK (12)
- Age is ineligible (13)
- Habitual Truancy (20)
- Not in Best Interest (23)
- Criteria Not Applicable (24)

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All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	Data Entry	

All Exception Applications

Year: 2013-2014 ▼

Student
Name:

Reasons: ☐ Victim of Violent☐ Moved to

Crime

Wisconsin

☐ Homeless☐ Custody Cha☐ Bully☐ In Best Interests☐ Military Orders

All Grades

Search

Reset

- Transfers In

- Transfers Out

Listed below are applications where Rhinelander is listed as the **nonresident** district. Currently, only the applications that Rhinelander has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

5 applications retrieved

Add New Exception App

Print

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]	
<u>Student</u>	<u>Grade</u>	<u>Resident District</u>	<u>Nonresident District</u>														<u>App ID</u>	<u>Source</u>										
Salt, Julie	01	Antigo Unified	Rhineland														14-0123837-1	rhineland	Edit	Delete	PDF	Enroll	Best					
Curry, John	11	Crandon	Rhineland														14-0123839-1	rhineland	Edit	Delete	PDF	Enroll	Best					
Rosemary, Tyson	KG	Northland Pines	Rhineland														14-0123848-1	rhineland	Edit	Delete	PDF	Enroll	Best					
Pepper, Polly	KG	Three Lakes	Rhineland														14-0123838-1	rhineland	Edit	Delete	PDF	Enroll	Best					
Paprika, Emily	07	Tomahawk	Rhineland														14-0123840-1	rhineland	Edit	Delete	PDF	Enroll	Best					



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Mailbox	Students	Exceptions	Applications	Contacts
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[Export to Excel](#)

Request to Enroll Student

To request that an application be converted into an open-enrolled student:

- Verify that the information below is the correct student to enroll,
- Then click the Send Request button to send an email to DPI requesting the enrollment.

This application has not been approved by the nonresident district yet!

Year:	2014
App ID:	14-0123848-1
Student Name:	Rosemary, Tyson
Date of Birth:	07/08/2008
Resident District:	Northland Pines mrichie@npsd.k12.wi.us
Nonresident District:	Rhinelanders walkoian@rhinelanders.k12.wi.us
Source:	rhinelanders

Cancel

Request to Enroll Student

To request that an application be converted into an open-enrolled student:

- Verify that the information below is the correct student to enroll,
- Then click the Send Request button to send an email to DPI requesting the enrollment.

Year:	2014
App ID:	14-0123837-1
Student Name:	Salt, Julie
Date of Birth:	09/03/2009
Resident District:	Antigo Unified rbornemann@antigo.k12.wi.us
Nonresident District:	Rhineland walkoian@rhineland.k12.wi.us
Source:	rhineland

Cancel

Send Request

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All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	Data Entry	

All Exception Applications

Year: 2013-2014 ▼

All Grades

Grade:

☒ Transfers In
☐ Transfers Out

Student
Name:

Search

Reset

Reasons: ☐ Victim of Violent

Crime

☐ Homeless☐ Bully☐ Military Orders☐ Moved to

Wisconsin

☐ Custody Cha☐ In Best Interests

Listed below are applications where Rhinelander is listed as the **nonresident** district. Currently, only the applications that Rhinelander has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

A request to enroll Salt, Julie has been sent to DPI.

Add New Exception App

Print

~~4 applications retrieved~~

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]											
Student	Grade	Resident District	Nonresident District	App ID	Source						Rea
Salt, Julie	01	Antigo Unified	Rhineland	14-0123837-1	rhinelander	Edit	Delete	PDF	Enroll		Best
Curry, John	11	Crandon	Rhineland	14-0123839-1	rhinelander	Edit	Delete	PDF	Enroll		Best
Pepper, Polly	KG	Three Lakes	Rhineland	14-0123838-1	rhinelander	Edit	Delete	PDF	Enroll		Best
Paprika, Emily	07	Tomahawk	Rhineland	14-0123840-1	rhinelander	Edit	Delete	PDF	Enroll		Best



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Mailbox	Students	Exceptions	Applications	Contacts	Export to Excel	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

All Students

Year: Student Name:

Grade: Res Dist:

☒ Transfers In ☐ Transfers Out

☒ SPED ☒ Non-SPED

☐ Exceptions Only ☒ Counted Sept ☒ Counted Jan

☐ Withdrawals Only ☒ Not Counted Sept ☒ Not Counted Jan

Below is a list of **ALL** students, regardless of whether they were marked as attending on any count date.

Listed below are students where Rhinelanders is listed as the **nonresident** district.

4 students retrieved

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Name	3rd Fri	FTE	2nd Fri	FTE	SPED	Resident District		Date Withdraw		Days Enrolled	Ex	Date Enroll	Days Enroll	FTE													
11	Curry, John	N	0	N	0	N	Crandon					Y																
07	Paprika, Emily	N	0	N	0	N	Tomahawk					Y																
KG	Pepper, Polly	N	0	N	0	N	Three Lakes					Y																
01	Salt, Julie	N	0	N	0	N	Antigo Unified					Y																

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Pupil Attendance

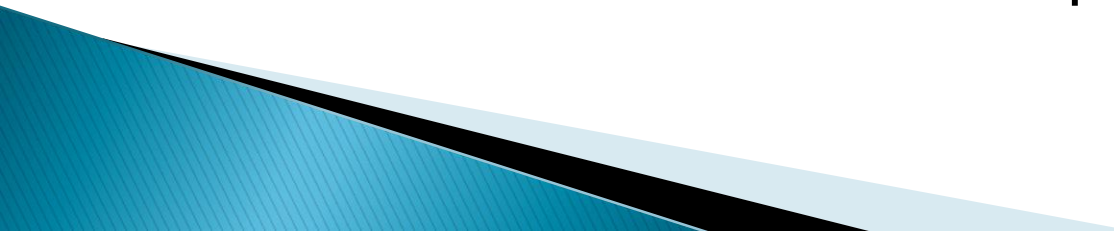
- ▶ If the alternative application is approved, the pupil may begin attending the nonresident district immediately.
 - Must attend by the 15th day after approval.
 - If not, nonresident district may notify parent that the pupil cannot attend.
 - Nonresident district may extend the 15 days.
- ▶ The pupil does not have to wait to receive notice of approval from resident district in order to attend nonresident district.

Approvals and Denials of Alternative Applications

Resident District



Resident Approvals and Denials of Alternative Applications

- ▶ The resident district may deny the alternative application for the same reasons it may approve or deny applications submitted during the regular application period.
 - ▶ The resident district may also deny if:
 - The criteria upon which the application is based do not apply to the pupil.
 - The transfer is not in the pupil's best interests.
- 


Resident Denial Reasons – Alternative Apps

14.	Cost of special education is an undue financial burden	118.51(12)(b)
16.	Application was filed late or is incomplete (not enough information to act on application)	118.51(3)(a)
17.	More than 3 applications were submitted for student	118.51(3)(a)
18.	Resident district does not offer same type of 4K	118.51(2)
19.	Student is not age eligible for school (under 4 unless ECE; 21 and over)	118.14
25.	Transfer is not in student's best interests (alternative apps only)	118.51(3m)(b) 8
26.	Criteria do not apply (alternative apps only)	118.51(3m)(c)


Resident District May Not Deny...

- ▶ The resident district may not deny an application based on the resident district's determination that the pupil was a victim of a violent crime.
- ▶ The resident district may not deny due to “best interests of the pupil” unless the basis of the application was “best interests of the pupil.”
 - For example, if the reason for the application is that the pupil moved into the state, the resident district may only deny if the pupil did not move into the state.

Resident Approvals and Denials of Alternative Applications

- ▶ There is no statutory date by which the resident district must notify parents of approval or denial.
 - ▶ However, the resident district should send a notice of denial within 5 days of receiving information upon which denial is based:
 - Explanation or documentation concerning reason for application.
 - Estimate of special education cost.
- 

Record in OPAL & Send Notices

- ▶ Go to Approve or Deny tab under the Exceptions tab.
 - ▶ Resident district indicates approved or denied.
 - If denied, enter reason for denial.
 - SAVE
 - ▶ If denied, send notice of denial.
 - Currently no OPAL forms for approval or denial.
 - Can use forms for regular application period or create your own.
 - Notify parent of right to appeal.
- 

Mailbox	Students	Exceptions	Applications	Contacts	Export to Excel
All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	Data Entry	

Exception Applications - Approve or Deny

Year:

Student Name:

Rhineland

Nonresident District

Grade:

Search

☐ Approved

☐ Approved

☐ Denied

☐ Denied

☒ All of the above

☒ All of the above

Reset

All Reasons

All Reasons

☐ Transfers In

☒ Transfers Out

Indicate below whether each student was approved or denied, and indicate the reason if denied.

You still need to click the Save button after approving or denying!

2 applications retrieved

Approve All

Save

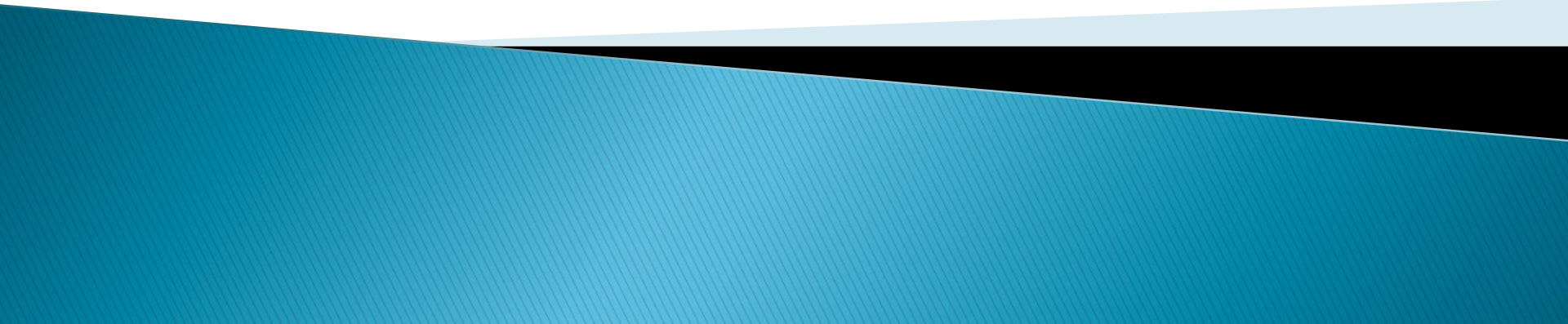
App ID	Student	Grade	Appr	Deny	Reason for Denial	Nonresident District	Nonres Dis Appr/Deny
14-0123841-1	Hershey, Harvey	KG	<input type="radio"/>	<input type="radio"/>	Select...	Tomahawk	
14-0123842-1	Lang, Sophie	11	<input type="radio"/>	<input type="radio"/>	Select...	Antigo Unified	

- Select...
- Undue financial burden (14)
- No comparable PK (18)
- Not in Best Interest (25)

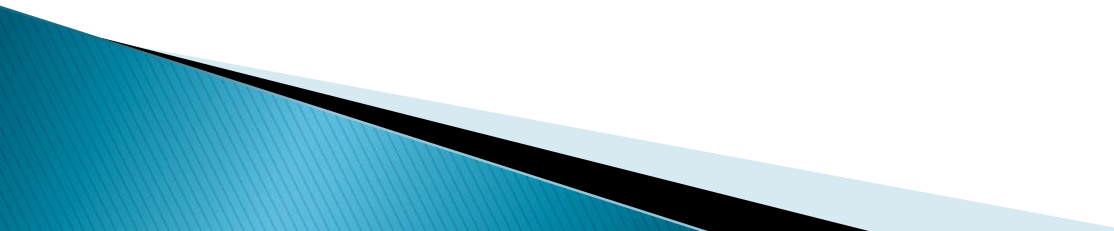
Save

[Go to Top](#)

Tracking Alternative Applications



Tracking Alternative Applications

- ▶ If the pupil is attending the nonresident district, the district must report the pupil as open enrolled.
 - ▶ From the All Students page, click on the pupil's name. This will open up the Student Summary page.
 - ▶ Click on the Change Enrollment tab. Then click on Edit.
- 



OPAL
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[Contact DPI](#)

Mailbox
[Mailbox](#)

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[Counted by Res](#)
[Data Entry](#)

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[All Applications](#)
[Approve or Deny](#)
[Letters](#)
[School Assignments](#)
[Intent to Attend](#)
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Mailbox	Students	Exceptions	Applications	Contacts
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student
				Change Parents/Addr
				Aid Calculation

Current Student Data, School Year 2011-2012

Student Name:	Benjamin Franklin	Parent/Guardian:	Benjamin Franklin
DOB / Gender:	09/01/2000, Male	Mailing Address:	123 Main Street Owen, WI 54460
Age on 9/1/2011:	11 years old	Street Address:	123 Main Street Owen, WI 54460
Grade for 2011-2012:	07	Phone:	(555) 555-5555 (home)
Ethnicity:	Not Hispanic White	Email:	benjaminfranklin@continentalcongress.gov
Special Needs:			

Resident School District: Owen-Withee

First Open Enrolled: 2011-2012

Enrolled as an Exception on *[unknown]*

Days enrolled *[unknown]*; FTE *[unknown]*

Nonresident School District: Abbotsford

Was NOT counted by the resident district (Owen-Withee) on the 3rd Friday in September

Is NOT open-enrolled to Abbotsford

No changes are pending for this student.



OPAL

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[Contact DPI](#)

Mailbox

[Mailbox](#)

Students

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Mailbox	Students	Exceptions	Applications	Contacts		
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student	Change Parents/Addr	Aid Calculation

Franklin, Benjamin
09/01/2000

Resident District: Owen-Withee
Nonresident District: Abbotsford

First Open Enrolled: 2011-2012
(2012 / 337221)

Data that are year-dependent are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overtype the incorrect data with the correct values.

An email will be sent automatically to Owen-Withee asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.


Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Some fields have been locked. Call Mary Jo if you need to make a change to any fields that you are unable to edit.

Grade: 07
Resident District: Owen-Withee
SPED: N
SPED Next Year: N
Virtual Charter School:
3rd Friday in September:
Open-Enrolled:
FTE:
2nd Friday in January:
Open-Enrolled:
FTE:
Next Year:
Future Resident District:
Exception Process:
Date of Enrollment as Exception:
Days of OE as Exception:
Exception FTE:

[Edit](#)

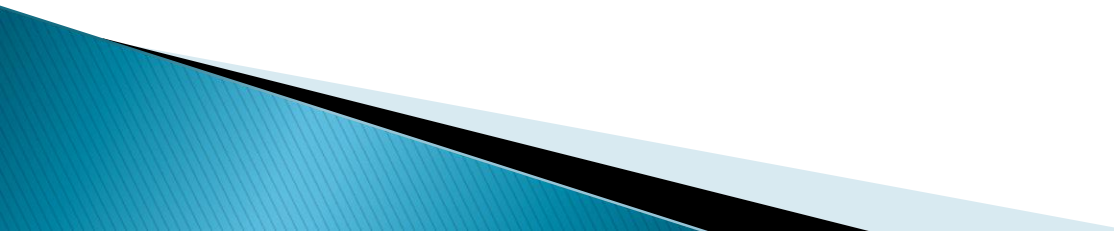
Tracking Alternative Applications

- ▶ Enter the following information:
 1. Whether the pupil was open enrolled into the district on the 3rd Friday in September.
 - If yes, enter the FTE.
 2. Whether the pupil was open enrolled into the district on the 2nd Friday in January.
 - If yes, enter the FTE.
 3. The date of enrollment as an exception.
 - This answer must be compatible with the answers for the 3rd Friday in September and the 2nd Friday in January.
- 

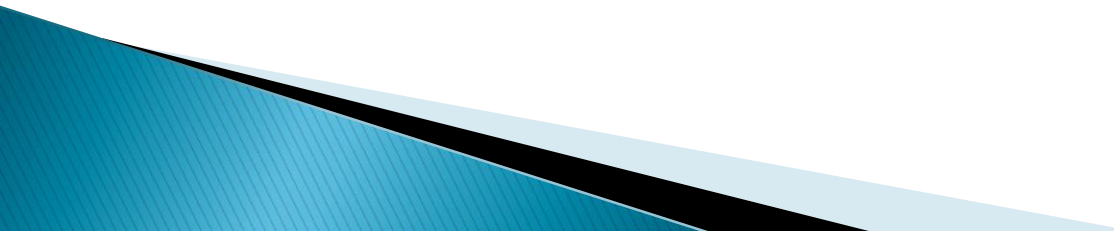
Tracking Alternative Applications

- ▶ The date of enrollment as an exception must be compatible with the answers for the 3rd Friday in September and the 2nd Friday in January.
- ▶ That is:
 - If the pupil was open enrolled into the district on the 3rd Friday in September, the date of enrollment must be on or before the 3rd Friday in September.
 - If the pupil was open enrolled into the district on the 2nd Friday in January, the date of enrollment must be on or before the 2nd Friday in January.

Tracking Alternative Applications

4. The days of enrollment as an exception. This is the number of days remaining in the school year from the first day of enrollment to the last day of school.
 - If the date of enrollment is prior to the 3rd Friday in September, enter 180.
 - This will be revised if the pupil withdraws from open enrollment.
 5. The pupil's FTE.
 6. Comments, if any.
- 

Tracking Alternative Applications

- ▶ This works the same as all other OPAL changes. That is:
 - Be sure to SAVE. When you save, the new entries will turn to bright yellow.
 - This will send an email to the resident district, which must sign into OPAL and accept the changes before OPAL is updated.
- 

[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Virtual Schools](#)
[Returning Students](#)

Exceptions

[All Exception Apps](#)
[Approve or Deny](#)
[Enrollment](#)
[Counted by Res](#)
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Applications

[All Applications](#)
[Approve or Deny](#)
[Letters](#)
[School Assignments](#)
[Intent to Attend](#)
[Data Entry](#)

Contacts

[Open Enroll Contacts](#)

differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Some fields have been locked. Call Mary Jo if you need to make a change to any fields that you are unable to edit.

** Note: If the student moved to a different resident district after the 3rd Friday in September and is continuing open enrollment, please change the student's address on the [Change Parents/Address](#) tab **before** entering a new resident district for next year. Similarly, please act on any parent or address change requests before approving any change in resident district.*

FTE:

2nd Friday in January:

Open-Enrolled:

FTE:

Next Year:

Future Resident District:

Exception Process:

Date of Enrollment as Exception:

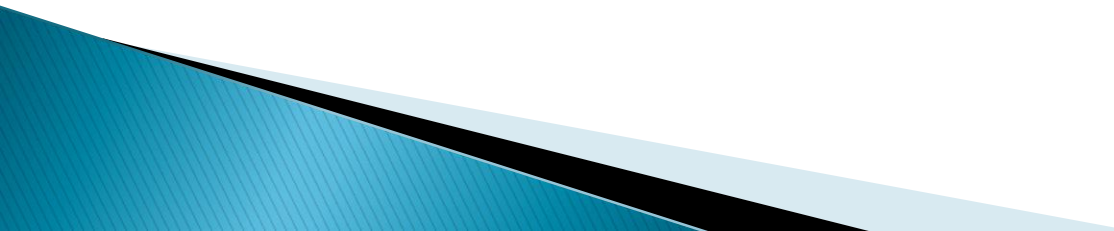
Days of OE as Exception:

Exception FTE:

Your changes awaiting acceptance:

Grade:	1st Grade	
Resident District:	Antigo Unified	
Resident District Next Year: (Optional)		
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SPED Next Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In Virtual Charter School:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
OE on 3rd Friday in September:	<input type="radio"/> Yes <input checked="" type="radio"/> No	FTE: <input type="text"/>
OE on 2nd Friday in January:	<input type="radio"/> Yes <input checked="" type="radio"/> No	FTE: <input type="text"/>
Date of Enrollment as Exception:	11/04/2013	
Days of Open Enrollment as Exception:	136	FTE: 1.0
Comments:		
	Delete Save	

Tracking Alternative Applications

- ▶ Once the resident district accepts the changes, the pupil will be added to the Actively Open Enrolled Transfers In page for the nonresident district and the Actively Open Enrolled Transfers Out page for the resident district.
 - ▶ Note that the pupil is identified as an Exception Pupil (Ex).
- 

OPAL Open Enrollment for
Abbotsford

Mailbox	Students	Exceptions	Applications	Contacts	PDF Export to Excel	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

Students Actively Open-Enrolled

Year: 2011-2012

Grade: All Grades

- ☒ Transfers In
☐ Transfers Out

Student Name:

Res Dist:

Search

Reset

☒ SPED

☒ Non-SPED

☐ Exceptions Only

☐ Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered **"actively open enrolled"**, they must have been marked as open-enrolled/attending on the [3rd Friday in September](#) tab by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where Abbotsford is listed as the **nonresident** district.

12 students retrieved

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]																											
Grade	Name	FTE	SPED	W/D	Ex	Resident District	Final Amount																				
05	Blue, Little B	1.0				Owen-Withee	6,867.00																				
05	Contrary, Mary Q	1.0				Colby	6,867.00																				
11	Daw, Marjorie	1.0		Yes		Owen-Withee	877.00																				
06	Ella, Cinder	1.0				Colby	6,867.00																				
07	Franklin, Benjamin	1.0			Yes	Owen-Withee	1,526.00																				
01	Horner, Jack	1.0				Colby	6,867.00																				
12	Lockett, Lucy	1.0		Yes		Owen-Withee	3,434.00																				
04	Muffett, Missy	1.0				Colby	6,867.00																				
05	Nimble, Jack B	1.0				Colby	6,867.00																				
03	Peep, Bo	1.0				Colby	6,867.00																				
KG	Piper, Tom	1.0				Owen-Withee	6,867.00																				
07	Thumb, Tom	1.0			Yes	Owen-Withee	1,526.00																				
All Pages:		12 students	12.0				62,299.00																				

OPAL Open Enrollment for
Owen-Withee

Mailbox	Students	Exceptions	Applications	Contacts	PDF Export to Excel	
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Virtual	Returns

Students Actively Open-Enrolled

Year: 2011-2012

Grade: All Grades

☐ Transfers In

☒ Transfers Out

Student Name:

Nonres Dist:

Search

Reset

☒ SPED

☒ Non-SPED

☐ Exceptions Only

☐ Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered **"actively open enrolled"**, they must have been marked as open-enrolled/attending on the [3rd Friday in September](#) tab by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where Owen-Withee is listed as the **resident** district.

8 students retrieved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Name										FTE	SPED	W/D	Ex	Nonresident District		Final Amount										
05	Blue, Little B										1.0					Abbotsford		6,867.00									
11	Daw, Marjorie										1.0		Yes			Abbotsford		877.00									
07	Franklin, Benjamin										1.0			Yes		Abbotsford		1,526.00									
09	Gander, Goosey										1.0					Medford Area Public		6,867.00									
12	Lockett, Lucy										1.0		Yes			Abbotsford		3,434.00									
KG	Piper, Tom										1.0					Abbotsford		6,867.00									
08	Porgie, Georgev										1.0					Augusta		6,867.00									
07	Thumb, Tom										1.0			Yes		Abbotsford		1,526.00									
All Pages:		8 students										8.0							34,831.00								

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Payment, Resident Membership Count & Revenue Limit

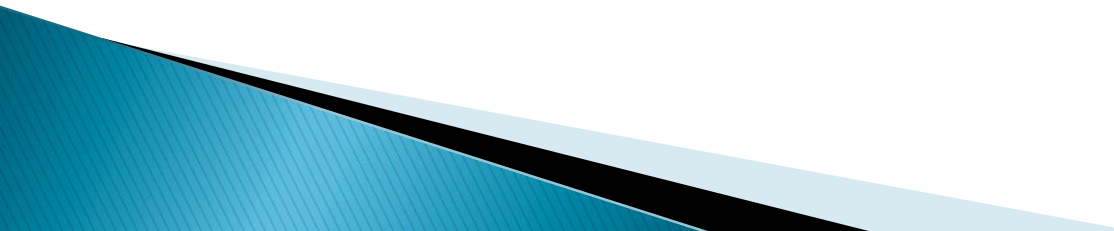
Regular Education Payments

- ▶ Payments for regular education pupils:
 - Are equal to the open enrollment transfer amount
 - Prorated at the daily rate (OE amt/180)
 - Be paid as an aid adjustment in the same way as current open enrollment is paid.

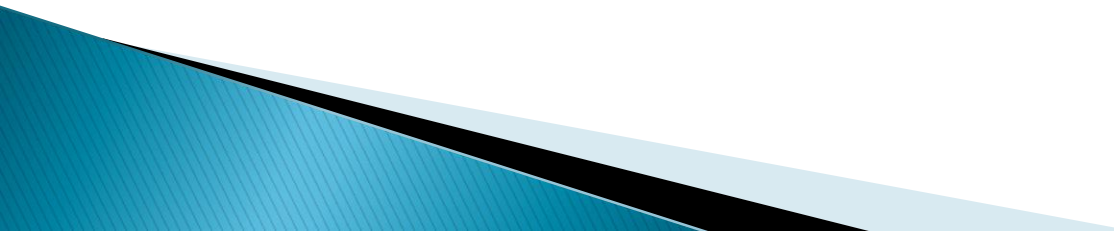
Special Education Payments

- ▶ Payments for special education pupils will be paid the same way as current open enrollment is paid.
 - The nonresident district bills the resident district for the prorated OE amount plus any actual, additional special education cost.

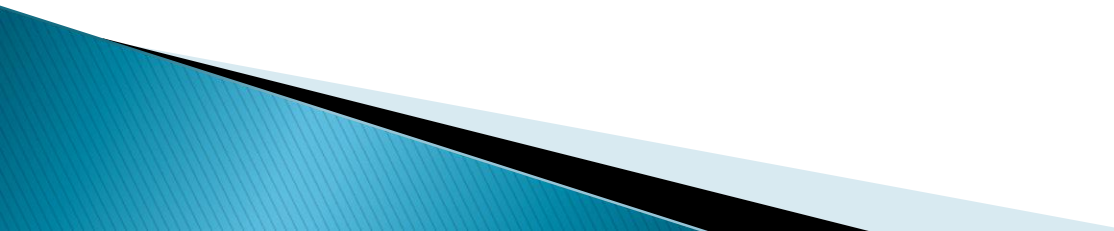
Resident Membership Count

- ▶ Alternative application pupils may transfer in the middle of the school year.
 - ▶ Therefore, the pupil may or may not have been counted by the resident district in the membership on the 3rd Friday in September.
- 

Resident Membership Count

- ▶ The following pupils may not have been counted in membership:
 - Pupils who moved from out of state.
 - Pupils who moved as a result of military orders.
 - Pupils who have been homeless.
 - Pupils who were enrolled in private schools or home-based private education programs.
 - Pupils who were residents of other school districts.
- 

Resident Membership Count

- ▶ Under Act 114, a resident district that was unable to count the pupil in membership may receive a revenue limit exemption in the amount of the aid transfer.
 - ▶ This revenue limit exemption may be taken in the following school year.
 - ▶ The amount of the revenue limit exemption, if any, will be calculated by the Department's open enrollment staff and provided to the state aids team.
- 

Revenue Limit Exemption in OPAL

- ▶ Under the Exceptions tab, click on the Counted by Resident District tab.
 - If the pupil was not counted, the resident district should enter “Not Counted.” SAVE
- ▶ The amount of the revenue limit exemption, if any, will appear in the last column, or may be viewed on the pupil’s aid calculation page.
 - If the pupil is listed as SPED, the amount of the exemption will be \$0. DPI will calculate this manually and notify the district of the amount.

OPAL Open Enrollment for
Owen-Withee

Mailbox	Students	Exceptions	Applications	Contacts	Export to Excel
All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	Data Entry	

Exceptions - Counted by Resident District on 3rd Friday

Year:

Grade:

☐ Transfers In

☒ Transfers Out

Only exception applications that have been 'enrolled' are shown below. Only the nonresident district can request an application be changed to an enrolled student.

Indicate below whether each student was counted on the 3rd Friday in September.

You still need to click the Save button afterwards!

3 students retrieved

Grade	Name	Counted by Owen-Withee	Not Counted by Owen-Withee	Nonresident District	Final Revenue Limit Amt
07	Franklin, Benjamin	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	0.00
07	Pepper, Polly	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	0.00
07	Thumb, Tom	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	0.00
All Pages:	3 students				0.00

Save

Save

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OPAL

DPI

Mailbox

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Contacts

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Mailbox	Students	Exceptions	Applications	Contacts	Export to Excel
All Exception Apps	Approve or Deny	Enrollment	Counted by Resident District	Data Entry	

Exceptions - Counted by Resident District on 3rd Friday

Year: 2011-2012

Grade: All Grades

☐ Transfers In

☒ Transfers Out

Only exception applications that have been 'enrolled' are shown below. Only the nonresident district can request an application be changed to an enrolled student.

Indicate below whether each student was counted on the 3rd Friday in September.

You still need to click the Save button afterwards!

This page has been locked.

3 students retrieved

Grade	Name	Counted by Owen-Withee	Not Counted by Owen-Withee	Nonresident District	Final Revenue Limit Amt
07	Franklin, Benjamin	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	1,526.00
07	Pepper, Polly	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	0.00
07	Thumb, Tom	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	1,526.00
All Pages:	3 students				3,052.00

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[box](#)

[Students](#)
[vely Open Enrolled](#)
[Students](#)
[Friday in Sept](#)
[cial Education](#)
[Friday in Jan](#)
[ual Schools](#)
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[nt to Attend](#)
[a Entry](#)

[Contacts](#)
[en Enroll Contacts](#)

Mailbox	Students	Exceptions	Applications	Contacts
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student
				Change Parents/Add
				Aid Calculation

Aid Calculation, School Year 2011-2012

Student Name: **Benjamin Franklin**
DOB / Gender: 09/01/2000, Male
Age on 9/1/2011: 11 years old
Grade for 2011-2012: 07

Resident School District: Owen-Withee
Nonresident School District: Abbotsford

Final Aid Amount: \$1,526
Revenue Limit Exemption: \$1,526

Factors

SPED Status	3rd Friday in September Status	Exception Data	Withdrawal Data
Not SPED	Not open enrolled In Resident Membership: No	Enrollment Date: 4/30/2012 Maximum Number of Days: 40 days FTE: 1.0	Not withdrawn

Current Rates

Estimate or Final: Final

	1.0 FTE
Basic Rate:	\$6,867/year
Daily Rate:	\$38.15/day

Calculation

The student was not open enrolled on the 3rd Friday in September, enrolled as an exception, attended for the remainder of the school year; prorated aid is \$1,526.

The resident district did not count the student on the 3rd Friday in September and is eligible for a revenue limit exemption in the amount of the aid payment.

Aid is calculated as (daily rate) * (number of days as stated when enrolled as exception) * (FTE as stated when enrolled as exception), or

$$\text{\$38.15/day} * 40 \text{ days} * 1.0 \text{ FTE} = \text{\$1,526}$$

Alternative Application Appeals



Appeals of Alternative Application Denials

- ▶ Even though there is no specific provision in the statute for parents to appeal a nonresident school district's decision, there is a parent's general right to appeal.
- ▶ Therefore, a nonresident district's denial should include the parent's right to appeal.
 - This is a change from our original guidance due to clarification with our attorneys.

Appeals of Alternative Application Denials

- ▶ A district's denial may be appealed to the Department within 30 days of receiving the notice of denial.
- ▶ The parent can use the same appeal form that is used to appeal regular application decisions (PI-9418).

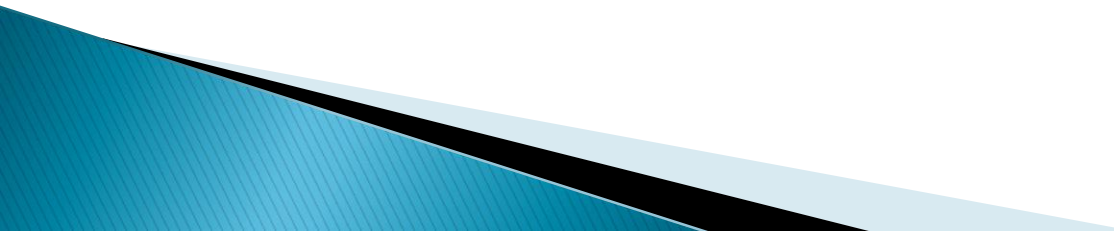
Alternative Application Appeals

- ▶ If the parent files an appeal of a resident district's undue financial burden denial, the pupil may remain in the nonresident district pending the outcome of the appeal if the resident and nonresident districts agree to allow the pupil to do so.

Alternative Application Appeals

- ▶ If the denial was based on the undue financial burden of special education costs, the Department must affirm the school district's decision unless it finds that the decision was arbitrary or unreasonable.
 - The Department's decision may be appealed to circuit court.

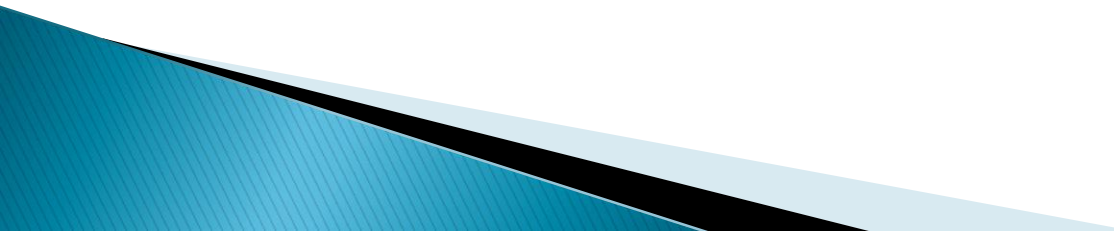
Alternative Application Appeals

- ▶ If a parent appeals a resident district's decision that the transfer is not in the best interests of the pupil:
 - The DPI must review the parent's explanation and the resident district's explanation.
 - If the DPI determines that the denial is not in the best interests of the pupil, the DPI must allow the transfer.
 - ▶ The DPI's decision is final.
- 

Alternative Application vs. Tuition Waiver



Alternative Application vs. Tuition Waiver

- ▶ Does the alternative application procedure replace tuition waivers?
 - Yes and no.
 - Tuition waiver law is separate from open enrollment law and was not repealed or amended.
 - Sometimes tuition waivers make more sense; other times an alternative application is preferable.
 - Based on funding
- 

Alternative Application vs. Tuition Waiver

▶ Alternative Application Procedure

- Should be done in place of Additional Year Tuition Waiver (AYTW)
 - Unless the alternative application will be denied by either the nonresident or resident district
- Should be done in place of Current Year Tuition Waiver (CYTW)
 - If the pupil's move takes place on or before the 3rd Friday in September and
 - The pupil remains a resident of Wisconsin.

Alternative Application vs. Tuition Waiver

▶ Tuition Waivers

- An AYTW must be done in place of an alternative application
 - If the alternative application will be denied by either the nonresident or resident district
- A CYTW must be done in place of an alternative application
 - If the pupil's move takes place after the 3rd Friday in September or
 - The pupil moves out of Wisconsin.

Assistance

Open Enrollment Resources

Website: http://sms.dpi.wi.gov/sms_psctoc

Open Enrollment List serve:

Receive information and announcements

Printed information rarely used

To sign up, send email to:

openenrollment@dpi.wi.gov

General Contact Information

Email: openenrollment@dpi.wi.gov

Phone (toll free): 888-245-2732

Open Enrollment Website:

http://sms.dpi.wi.gov/sms_psctoc



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Jennifer Danfield
Open Enrollment Consultant
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Kari Gensler Santistevan
Open Enrollment Education Specialist
608-267-9196
kari.genslersantistevan@dpi.wi.gov